



AIR NATIONAL GUARD MILITARY VACANCY ANNOUNCEMENT

THE HIRING DIRECTORATE, NGB/CF, ANGRC/CC & NGB/HR RESERVE THE RIGHT TO REMOVE THIS ADVERTISEMENT AT ANYTIME.

THANK YOU FOR YOUR INTEREST IN VIEWING THIS MILITARY VACANCY ANNOUNCEMENT. PLEASE READ EACH SECTION CAREFULLY. ENSURE YOUR ARE IN FULL COMPLIANCE BEFORE THE CLOSEOUT DATE LISTED BELOW.

WE HIGHLY RECOMMEND YOU SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, IF POSSIBLE, DO NOT WAIT UNTIL THE CLOSE OUT DATE TO SUBMIT** APPLICATION PACKAGES WILL NOT BE ACCEPTED AFTER THE CLOSEOUT DATE LISTED.

DUE TO THE HIGH VOLUME OF APPLICATION PACKAGES, PACKAGES RECEIVED WITHIN 4 DUTY DAYS OF THE CLOSEOUT DATE WILL BE REVIEWED FOR QUALIFICATION/ DISQUALIFICATION. WE WILL NOT BE ABLE TO ASSIST YOU WITH COMPLETING YOUR APPLICATION. BY COB OF THE CLOSE OUT, PACKAGES MISSING REQUIREMENTS OR DOCUMENTATION CLARIFYING QUALIFICATION WILL BE DISQUALIFIED. QUESTIONS PERTAINING TO APPLICATIONS REQUIREMENTS SHOULD BE REFERRED TO NGB/HR. ONLY NGB/HR WILL DETERMINE QUALIFICATION/DISQUALIFICATION.

<u>ANNOUNCEMENT NUMBER:</u>	MVA 2015-024
<u>OPEN PERIOD:</u>	21 January 2015 thru 2359 EST, 22 February 2015
<u>HIRING DIRECTORATE:</u>	NGB/A1
<u>POSITION TITLE:</u>	Manpower Requirements Analyst
<u>AFSC REQUIREMENT:</u>	3S373 (PAFSC, 2AFSC, 3AFSC, 4AFSC)
<u>RANK/GRADE REQUIREMENT:</u>	TSgt/E6 (Promotable) - MSgt/E7
<u>POSITION INFORMATION:</u>	Full Time, Title 10, Statutory Tour
<u>TOUR LENGTH:</u>	2 - 4 Years
<u>AGENCY:</u>	National Guard Bureau
<u>DUTY LOCATION:</u>	Joint Base Andrews, MD
<u>WHO MAY APPLY:</u>	Must be a current ANG, REGAF, or AFRC member and be eligible for ANG Membership

1. Requirements

Must hold Rank/Grade and AFSC requirement by this announcement closeout date.

Must have a Secret Security Clearance

(Note: All security clearances must be reflected on VMPF RIP. Date of Investigation must be within the past 10 years for Secret and with the last 5 years for Top Secret. If your security clearance is expired on your VMPF, please submit an MFR from your security manager indicating that the reinvestigation has been initiated. DO NOT Submit a JPAS print out.)

2. Position Description

The Manpower analyst ensures ANG units are allocated manpower to accomplish their missions by determining, in coordination with Air Staff, ANG manpower requirements for allocation to the fifty states and territories. The incumbent applies extensive knowledge to past and current manpower and organization philosophy, basic personnel procedures, management principles, fundamental ANG and Air Force Work center functional responsibilities, and existing manpower policies to provide NGB/A1M sufficient information for decisions on ANG manpower requirements. The analyst reviews programming documents to determine aircraft conversion requirements and develops statements of manpower requirements to support conversions; performs special studies and projects related to ANG manpower requirements; and works projects that often involve classified information, routinely resulting in a significant role in long range planning for the Air National Guard. The incumbent develops and implements policies and procedures to affect the manpower management program IAW AFI 38-201 - Determining Manpower Requirements; evaluates requests for manpower adjustments and/or additional requirements submitted by State Adjutants General, Air Staff Offices, and other governmental offices; and justifies ANG manpower requirements by preparing accurate, analytical, grammatically correct and persuasive replies to manpower requests. The analyst coordinates manpower requirements with MAJCOMS, ANG and NGB/Air Staff, and state activities to insure that manpower authorizations are accurate, consistent with current policies, and processed to the manpower data file in time to fulfill unit needs. Applicants should have a working knowledge of manpower and personnel interface at unit/base level, AFI 38-201 - Determining Manpower Requirements, and ANGI 38-201 Determining Air National Guard Manpower Requirements. Incumbent prepares annual and short notice manpower cost models utilized for determining ANG programmed and imminent budget requirements. Applicants should be knowledgeable and proficient in the use of the automated Manpower Data System. The analyst ensures ANG manpower files accurately reflect manpower required to perform ANG missions by initiating actions to input new requirements and modifying existing requirements. The position is responsible for contents of Manpower Data Systems which also includes performing internal audits, quality control/error correction, etc. Incumbent implements changes to peacetime and wartime requirements based on approved resource controls; ensures the correct requirements and resources are depicted on the Unit Manpower Document which is derived from the Manpower Data System; participates in Integrated Process Teams to provide expertise in determining manpower requirements' impacts on new or adjustments to existing mission requirements; and applies extensive knowledge of past and current manpower philosophy, basic personnel procedures, management principles, fundamental ANG and Air Force Work center functional responsibilities, and existing manpower policies to provide sufficient information for decisions on ANG manpower requirements.

3. Application Reminders

If you are currently assigned to a Special Duty Identifier (SDI) as outlined in the Air Force Enlisted Classification Directory (AFECD) it is your responsibility to submit an approved conditional release memorandum with your application from your Functional Area Manager (FAM) stating you have fulfilled all

obligations and will be released if selected for the position you are applying for. Failure to submit conditional release before listed closeout will result in disqualification from this announcement.

Promotion Opportunity: If this Military Vacancy Announcement is a promotion opportunity and you are currently assigned to a Special Duty Identifier (SDI), you must meet the promotion requirements as outlined in ANGI 36-2502.

If you are currently assigned to a Reporting Identifiers (RI), it is your responsibility to submit an approved conditional release letter with your application from your Commander/Director.

Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position, IAW ANGI 36-2503, Paragraph 3.8. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the Statutory Tour Program.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is your responsibility to ensure your vMPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

4. About Statutory Tours

This is a fully funded Permanent Change of Station (PCS). Visit DFAS website for most current Basic Allowance Housing (BAH) & Basic Allowance Substance (BAS) rates for the duty location listed on this announcement.

All Members assigned to the Statutory Tour program will remain affiliated their State/Territory while serving on Statutory Tour.

All field members to include AGR, Technicians & Drill Status Guardsmen must obtain State TAG approval with application submittal. Members currently assigned to the Statutory Tour program must obtain current Director approval.

Statutory Tour members may be eligible for the Post 9/11 GI Bill if they serve on active duty Title 10 and/or Title 32 502(f) AGR for 90 days or more, after 11 September 2001. Their eligibility percentage starts at 40% for 90 days to 5 months. It increases 10% every 6 months, maxing out at 100%.

Statutory Tour service time does not count toward Reduced Eligibility Age for Reserve Retirement Pay.

Further information regarding the Statutory Tour Program can be found in ANGI 36-6.

Application packages will be reviewed to ensure qualifications are met. Packages are reviewed within 4 duty days of receipt. You may visit <https://airguard.ang.af.mil/om/vacancy/> for a status update. Do not call for a status update within the four (4) duty day period.

IMPORTANT NOTE:

Based on the volume of applicants, packages received within 4 duty days of the closeout date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittals of any missing requirements after the closeout will NOT be accepted. We highly encourage you to submit packages as early as possible. If you have any questions pertaining to your package refer to Section 6, FAQs, on the application procedures. If your question is not answered by the FAQs contact our office for clarification. Review your application and the requirements thoroughly before submitting.

TO APPLY FOR THIS VANCANCY, SELECT THE LINK BELOW AND FOLLOW APPLICATION PROCEDURES

<http://www.ang.af.mil/careers/mva/procedures.asp>

